

**To: SAT Points of Contact**

**CC: Secondary Administrators and District Test Coordinators**

**Date: November 21, 2013**

**Subject: SAT Bulk Registration - FAQs and Follow-up Information**

This email is being sent out to address the frequently asked questions I have received since my initial email, sent on November 14<sup>th</sup>, in regards to SAT Bulk Registration, for the SY 2013-14. Thank you, all, for the wonderful questions!

Currently, all that is required of districts to do in regards to the SAT bulk registration process is to let myself, [nhall@sde.idaho.gov](mailto:nhall@sde.idaho.gov), and Dave Moniz, [dmoniz@collegeboard.org](mailto:dmoniz@collegeboard.org), know if your district would like to participate in bulk registration.

As a reminder, if a district would like to participate in bulk registration, a school cannot participate individually outside of the district, all schools within a district must participate, and only one file from the district will need to be uploaded for bulk registration. Of course, in the case that there is only one secondary school within a district, then the school would be participating individually, as a district. Please let myself and Dave know if you would like to participate in bulk registration by **December 6<sup>th</sup>**; if we do not hear from you by that time, we will assume that you would prefer to register students through the online method.

For clarification, in my original email, I had specified that schools who test in multiple locations, cannot participate. This exemption would be in reference, primarily, to virtual schools which test students at multiple test locations across the state. Those virtual schools who test in multiple locations, are more often than not their own district. This exemption is due to a College Board system constraint and is being fixed for the next school year. This exemption **does not** extend to districts with multiple secondary schools.

For further details, in regards to the spreadsheet which districts will need to be submit for the bulk registration process, please refer to the SAT Bulk Registration Instructions, attached. Please do not export an Excel spreadsheet, from your student information system at this time. For now, all that is needed is for districts to reply to this email to let me know in the affirmative that they would like to participate. Contact information for those districts which have informed us of the desire to participate will be sent to the College Board; the College Board will be sending out further information about the process towards the first of the year, to those districts who would like to participate.

For your convenience, attached, you will find further FAQs with answers and a copy of the Student SAT Questionnaire (SDQ) paper/pencil version, which students will be required to fill out prior to the SAT School Day Administration.

Please do not hesitate to contact me with further questions.

Thank you,

*Nichole K. Hall*

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